

**MINUTES**  
**AUTISM TREATMENT FUND ADVISORY COMMITTEE**  
**SEPTEMBER 27, 2011**

**COMMITTEE**

**PRESENT:** Leann Whiffen, Chair  
Harper Randall  
Cheryl Smith  
Paul Carbone

**STAFF:** Rebecca Giles  
Holly Williams

**GUESTS:** N/A

**ABSENT:** Peter Nicholas

**NOTE TAKER:** Mykio Saracino

Agenda Item	Discussion	Action Needed
Welcome	Review last meeting minutes – no changes - approve	
RFP Draft Review Rebecca Giles	<p><b>**Document – Autism Treatment Fund – Request for Proposals**</b></p> <p><b>Proposal Response Format</b> There are no changes or recommendations for this section</p> <p>A background section will be written when there are funds available including how much money is available and how the money will be distributed.</p> <p><b>RFP Form</b> There are no changes or recommendations for this section</p> <p><b>Executive Summary</b> This section would include a brief description of how the applicant proposes to use the monies and why they are the appropriate program to receive the funds. This should serve as a good summary for how the monies are being used. No changes or recommendations for this section.</p> <p><b>Organization background and qualifications (25%)</b> Description of treatment and services organization, overview of corporate structure.</p> <p>Committee agreed to that we needed to request a fee</p>	Rebecca will change the section to reflect the committee decisions.

## AUTISM TREATMENT FUND ADVISORY COMMITTEE

	<p>schedule summary and an organizational history.</p> <p>Staff – Describe the expertise and qualification of the staff or proposed staff. Committee would like to include required credentials of all staff to ensure a safe environment for participants, including any proposed staff.</p> <p><b>Treatment or Services to be Provided (45%)</b> Law states we must provide additional consideration for organizations that are willing to use low interest loans, therefore 5% of the 45% will be allocated for this.</p> <p>Committee would like to include how individuals will be selected and the number of individuals that will be selected.</p> <p><b>Evaluation and Outcomes 30 %</b> There was committee discussion about evaluation and outcomes considerations. There was concern about reporting individual child outcome so wording will be changed to show that we are interested in aggregate outcomes. It is important to show the results from the programs are that are using the monies, including any possible negative outcomes.</p> <p><b>Budget and Justification</b> The committee suggested providing a budget proposal for programs up to one year and include stipulations that there would be no supplanting of funds and no use of the monies for administrative overhead.</p> <p>The recommendation was made to review this section again in greater detail when funds are available.</p> <p><b>Point System for Scoring the Applications</b> Committee recommended including points for identification of secondary benefits in the evaluation and outcomes section.</p> <p>Adjustment to the RFP can be made later. No other suggestions or revisions were made.</p>	<p>Rebecca will change the section to reflect the committee decisions.</p> <p>Rebecca will change the section to reflect the committee decisions.</p> <p>Rebecca will change the section to reflect the committee decisions.</p> <p>Rebecca will change the section to reflect the committee decisions.</p> <p>Rebecca will complete another draft for the next meeting.</p>
<b>Draft Committee By-laws and/or Policies</b>	<p><b>**Documents – Utah Autism Treatment Fund Advisory Committee Policies/Conflict of Interest Information Form**</b></p> <p>Rebecca reviewed a number of organization by-laws. Everything that is included in by-laws are already addressed in the legislation. Rebecca recommends rather</p>	

## AUTISM TREATMENT FUND ADVISORY COMMITTEE

	<p>than developing by-laws, we address any other needed issues through committee policy. Two items to consider: conflict of interest and clarifying some issues of committee membership.</p> <p>Conflict of Interest Discussion: Committee members expressed concern about "family members and friends". The wording needs to be "known" family members and friends. Also, committee recommends including family members only as a conflict of interest, not friends.</p> <p>If there is a conflict of interest, members felt that person should still be able to participate in discussion, but not vote. That person cannot discuss whether or not a particular person receives the funds, but can participate in other discussion.</p> <p>The committee believes that this should be signed just prior to RFP reviews. This section should be a part of the Rule, and not included in Policies.</p> <p>Committee Membership – committee discussed this section and approves as written</p> <p>Move to approve Utah Autism Treatment Fund Advisory Committee Policies, specifically Committee Membership. Motion approved unanimously.</p>	<p>Rebecca will make recommended changes to the Committee policies. Rebecca will take out the Conflict of Interest section and add it to the rule.</p>
<b><i>Yearly Report for Legislature and UDOH Executive Director</i></b>	<p>IA report is due by the end of November, outlining committee activities. Holly and Rebecca will draft the report. What to include – establishing members, what was finalized and approved and what is still in process. Committee will review the final report.</p>	
<b>Public Comment</b>	<p>No comments</p>	
<b>Next meeting's agenda</b>	<p>RFP – final review</p>	
<b>Future Meeting</b>	<p><b>Tuesday December 6, 2011 12:30-2:30</b></p>	
<b>Adjourn</b>	<p><b>1:30 pm</b></p>	